VA Career Development 201

For VA Employees

Course Transcript

Career Development 201

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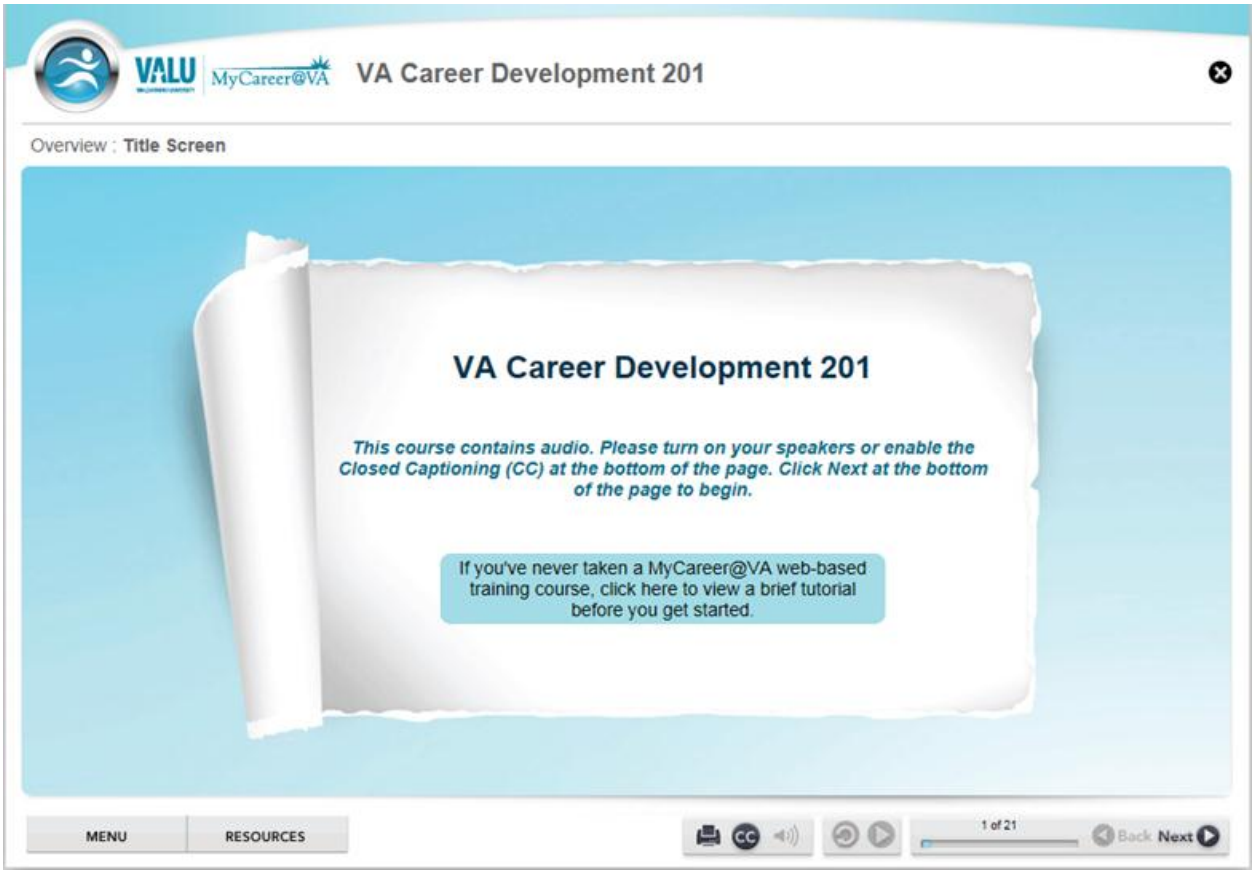
Screen 1 – Title Screen


Screen Description	Narration
This is a title screen that displays the following text: “VA Career Development 201 This course contains audio. Please turn on your speakers or enable the Closed Captioning (CC) at the bottom of the page. Click Next at the bottom of the page to begin. If you’ve never taken a MyCareer@VA web-based training course, click here to view a brief tutorial before you get started.”	No Narration

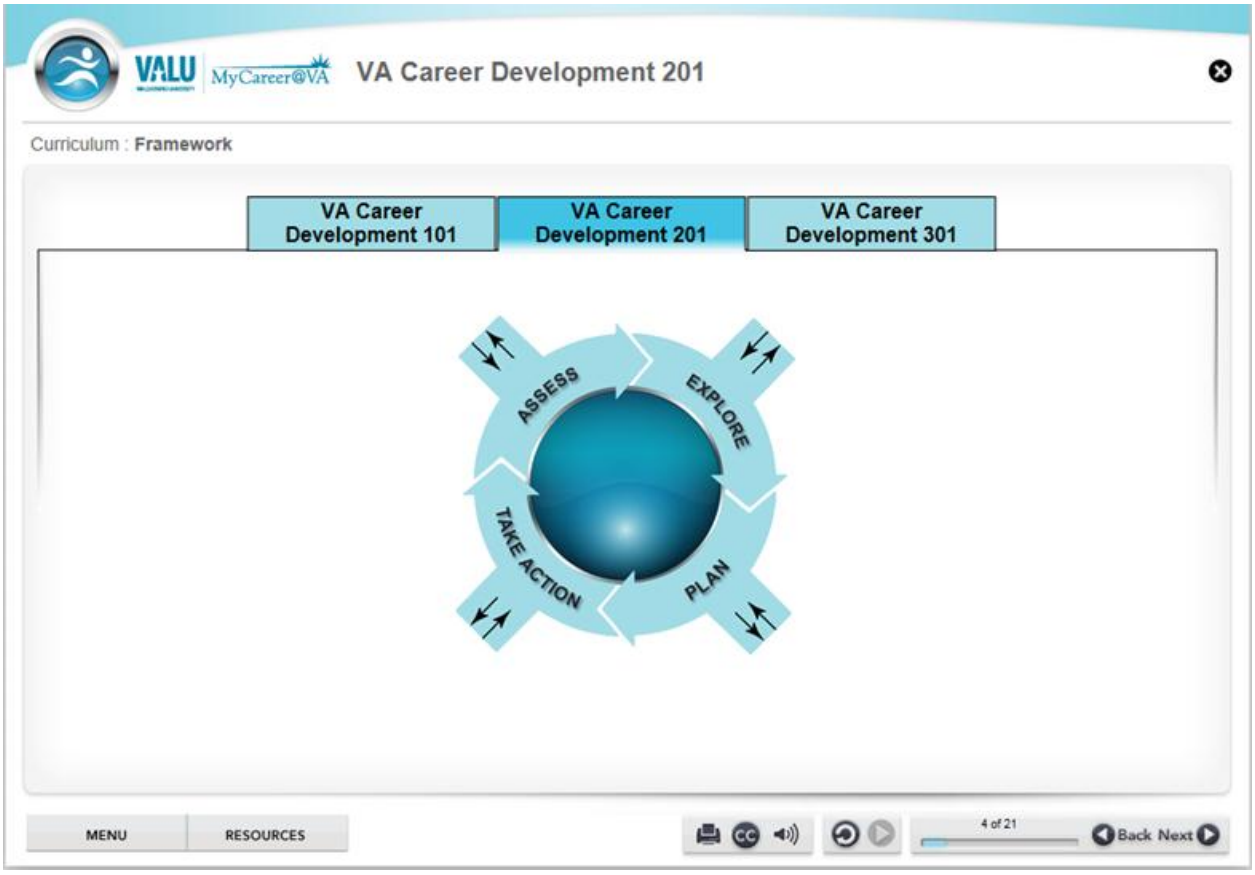
Screen 2 – Course Welcome

Screen Description	Narration
The screen displays a collage of diverse VA employees performing their jobs with the VA logo in the center.	Welcome to VA Career Development 201! This is the second course in a three-part series designed to help you grow professionally and develop a long and meaningful career at the Department of Veterans Affairs (VA). Select the "Next" button to get started.

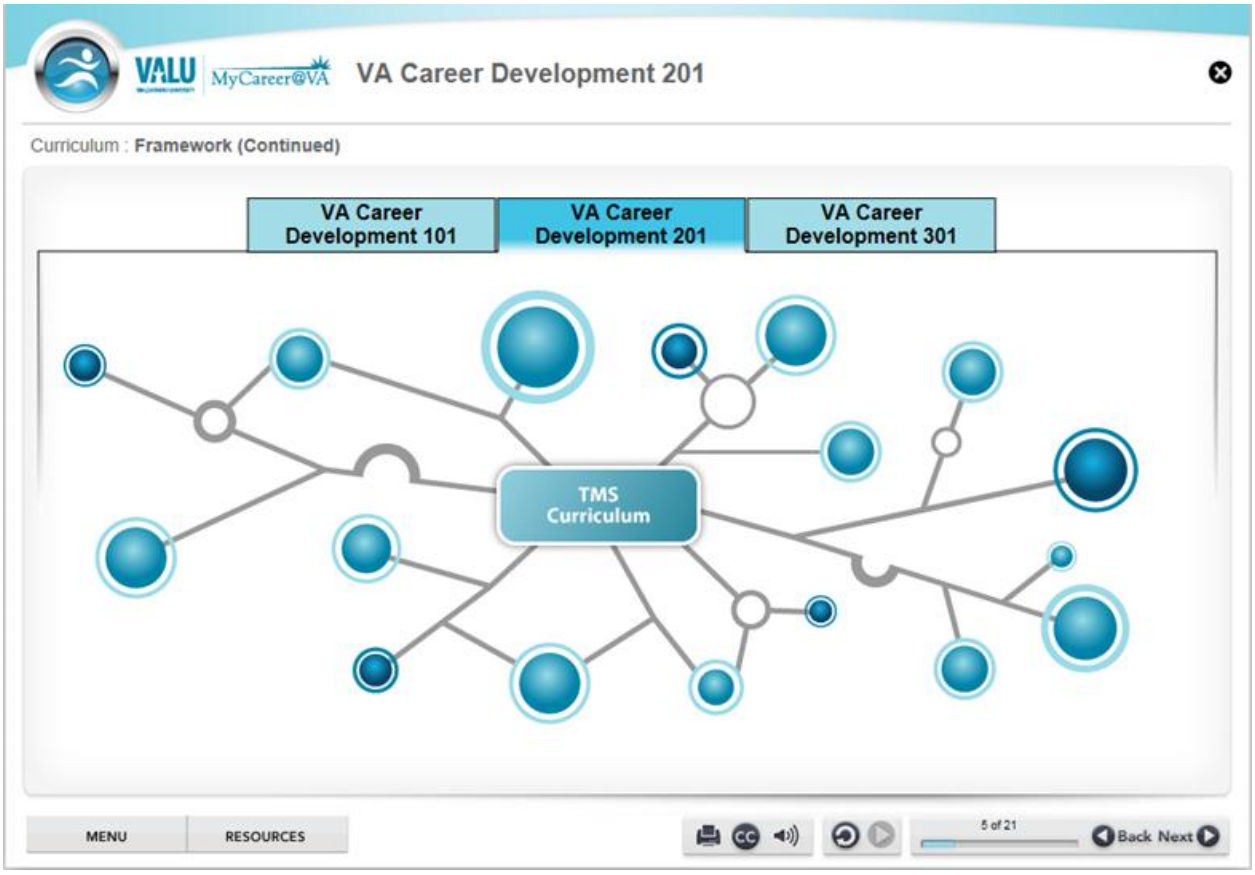
Screen 3 – Course Functionality

Screen Description	Narration
The interactive screen displays important aspects of the course functionality including: • Audio • Time • Knowledge Checks • Resources • Credit/Certificate • Survey • Tutorial	Before we get started, please take a moment to review some important information about course functionality. Select the links to learn more. When you are finished, select the “Next” button to continue.
Selecting each aspect will display the corresponding text: • Audio: “You can toggle this course's narration by selecting the ‘Audio’ button in the Navigation	No Narration

Screen Description	Narration
Bar. Please turn your speakers on and adjust the volume on your computer as necessary, or listen through headphones for the comfort of others. You can also select the Closed Captioning button on the Navigation Bar to read any accompanying narration. You may reposition the Closed Captioning window at any time by clicking and dragging the blue header." • Time: "The length of this course will vary depending on the number of courses you choose to take. You don't have to take them all at once. If you leave the curriculum, you can return later and resume where you left off. " • Knowledge Checks: "This course contains opportunities to apply what you have learned. You need to complete all Knowledge Checks to receive credit." • Resources: "This course contains additional resources that you can download and print during or after the course. You can select the 'Resources' button in the Navigation Bar to access resources relevant to this course at any time." • Credit/Certificate: "You will receive credit and a certificate of completion after finishing this course." • Survey: "We value your feedback. Once you have finished the course, you will be asked to complete a survey. Please complete this survey to promote high quality training." • Tutorial: "The help tutorial features a brief walkthrough of the functionality of this course as well as some important accessibility information. You can access this tutorial at any time by selecting the Resources button in the Navigation Bar and choosing 'Help Tutorial.'"	

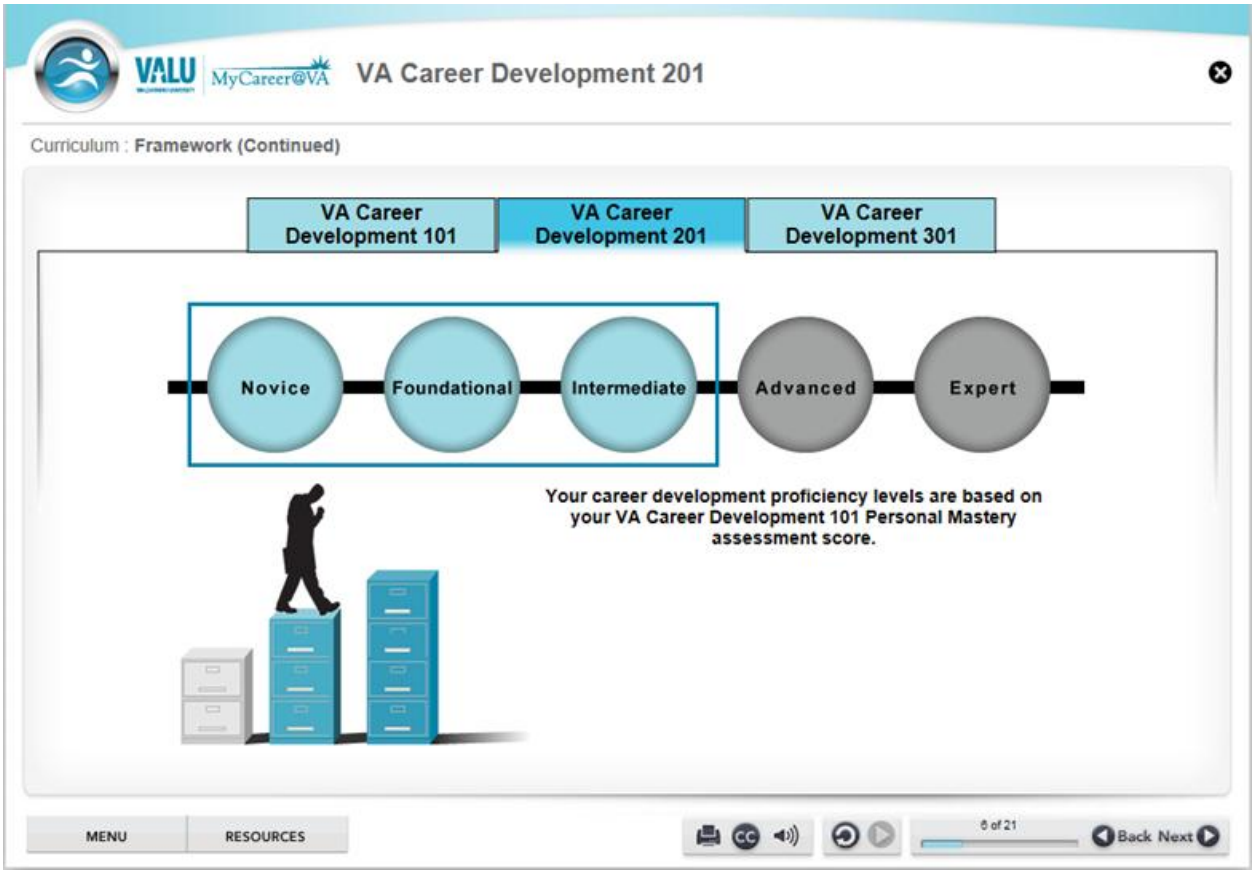
Screen 4 – Framework


Screen Description	Narration
The screen displays three tabs: “VA Career Development 101,” “VA Career Development 201,” and “VA Career Development 301” with VA Career Development 201 highlighted. The screen also displays the four phases of Career Development: • Assess • Explore • Plan • Take Action	In VA Career Development 101, the first course in this series, you learned about the four phases of career development. By moving through each phase, you developed a framework for thinking about your career and achieving your professional goals. Select “Next” to continue.

Screen 5 – Framework (Continued)


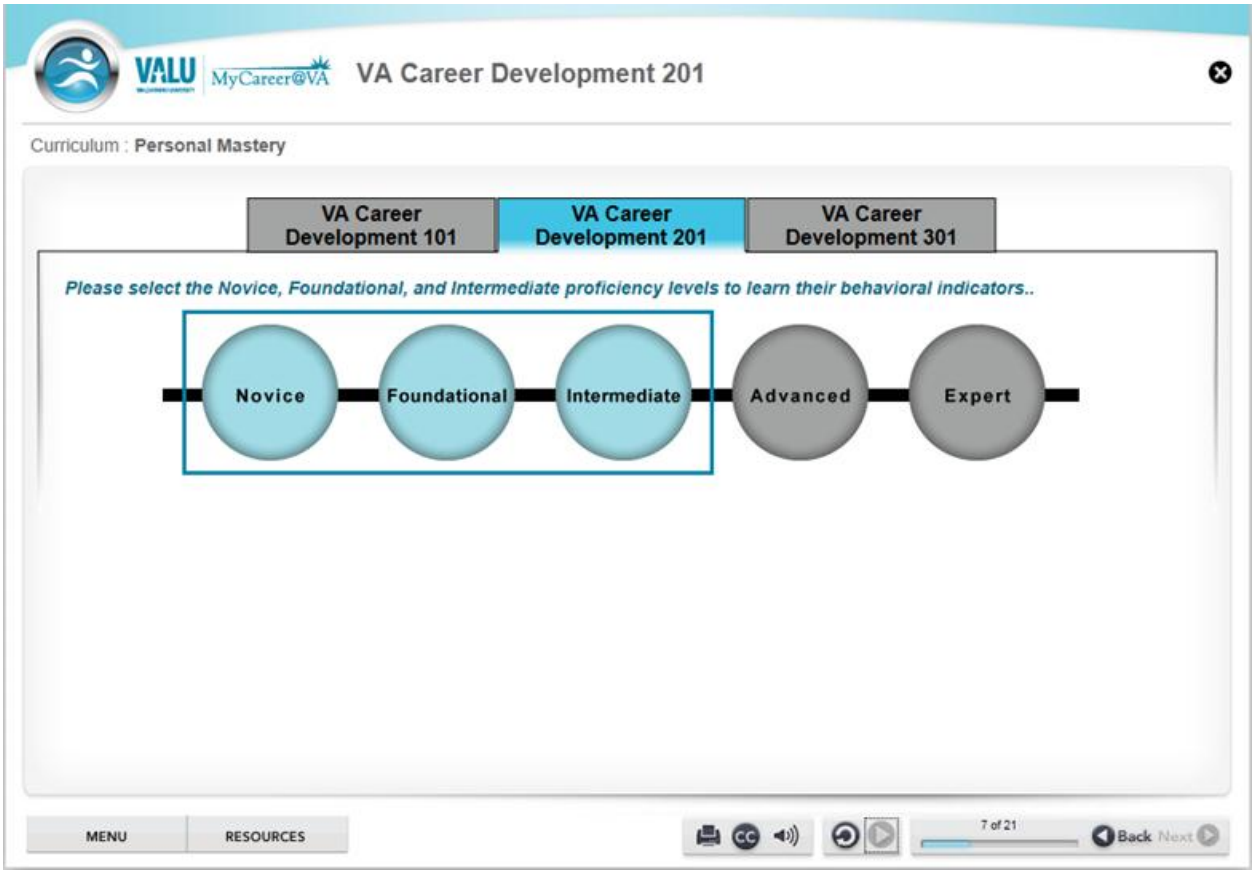
Screen Description	Narration
The screen displays three tabs: “VA Career Development 101,” “VA Career Development 201,” and “VA Career Development 301” with VA Career Development 201 highlighted. The screen also displays a graphic depicting the course TMS Curriculum as a web containing many connected parts.	This course, Career Development 201, builds upon the framework built in VA Career Development 101. But, unlike its predecessor, 201 is designed as a portal. Through it, you will be connected to a comprehensive suite of career development courses that exist on VA’s Talent Management System or TMS. This course organizes that curriculum into an easy-to-access online library, making it easier for you to find the resources you need now.

Screen Description	Narration
	Select “Next” to continue.

Screen 6 – Framework (Continued)


Screen Description	Narration
The screen displays three tabs: “VA Career Development 101,” “VA Career Development 201,” and “VA Career Development 301” with VA Career Development 201 highlighted. The screen also displays the five proficiency levels of the VA Learning University’s All Employee Personal Mastery Competency: • Novice • Foundational • Intermediate • Advanced • Expert The first three levels – “Novice,” “Foundational,”	This curriculum was compiled for you based on the Personal Mastery assessment score tallied at the end of VA Career Development 101. It indicates that your career development proficiency is somewhere between the early to middle stages. You’ll learn exactly what that means next. If you haven’t taken the 101 course yet, you can take it now by selecting the “VA Career Development 101” tab. When you are ready, select the “Next” button to continue with this course.

Screen Description	Narration
and “Intermediate” are highlighted.	

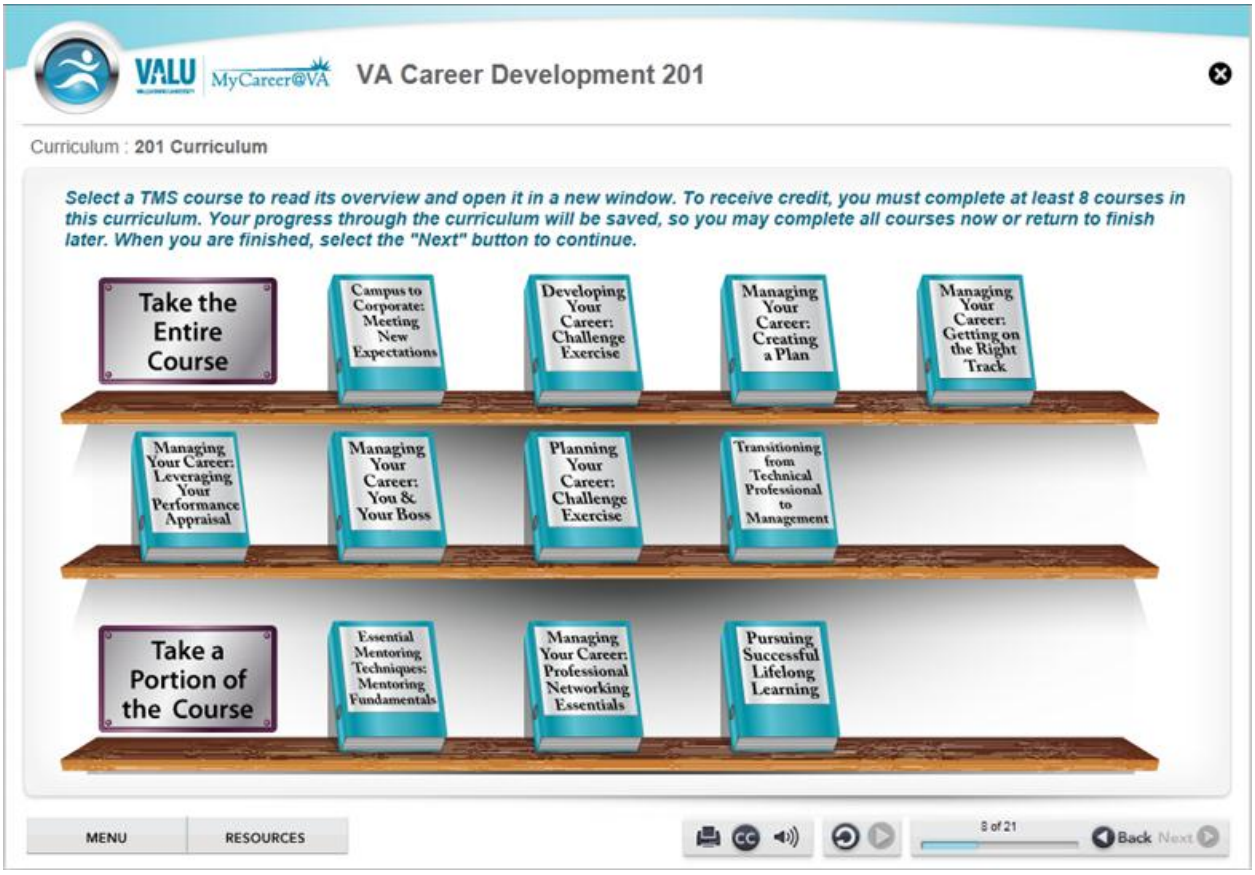
Screen 7 – Personal Mastery


Screen Description	Narration
The interactive screen displays three tabs: "VA Career Development 101," "VA Career Development 201," and "VA Career Development 301" with VA Career Development 201 highlighted. The screen also displays the five proficiency levels of the VA Learning University's All Employee Personal Mastery Competency: • Novice • Foundational • Intermediate • Advanced • Expert The first three levels – "Novice," "Foundational," and "Intermediate" are highlighted and selectable.	Your career development is important at VA. We are committed to helping you deepen your skills, knowledge, and expertise to provide even better service to Veterans and their families. The VA Learning University (VALU) created an all-employee career development competency called Personal Mastery. There are five levels in this competency, each with its own set of unique behavioral indicators. Once you are able to demonstrate the behaviors, you are considered proficient at that level. Your Personal Mastery assessment ranks your

Screen Description	Narration
	proficiency at either the Novice, Foundational, or Intermediate level. The remaining two levels, Advanced and Expert, will be covered in the last course of this series. Select each proficiency level to learn more. As you review the different behaviors associated with each level, think about where you fit along the spectrum. When you are finished, select the "Next" button to continue.

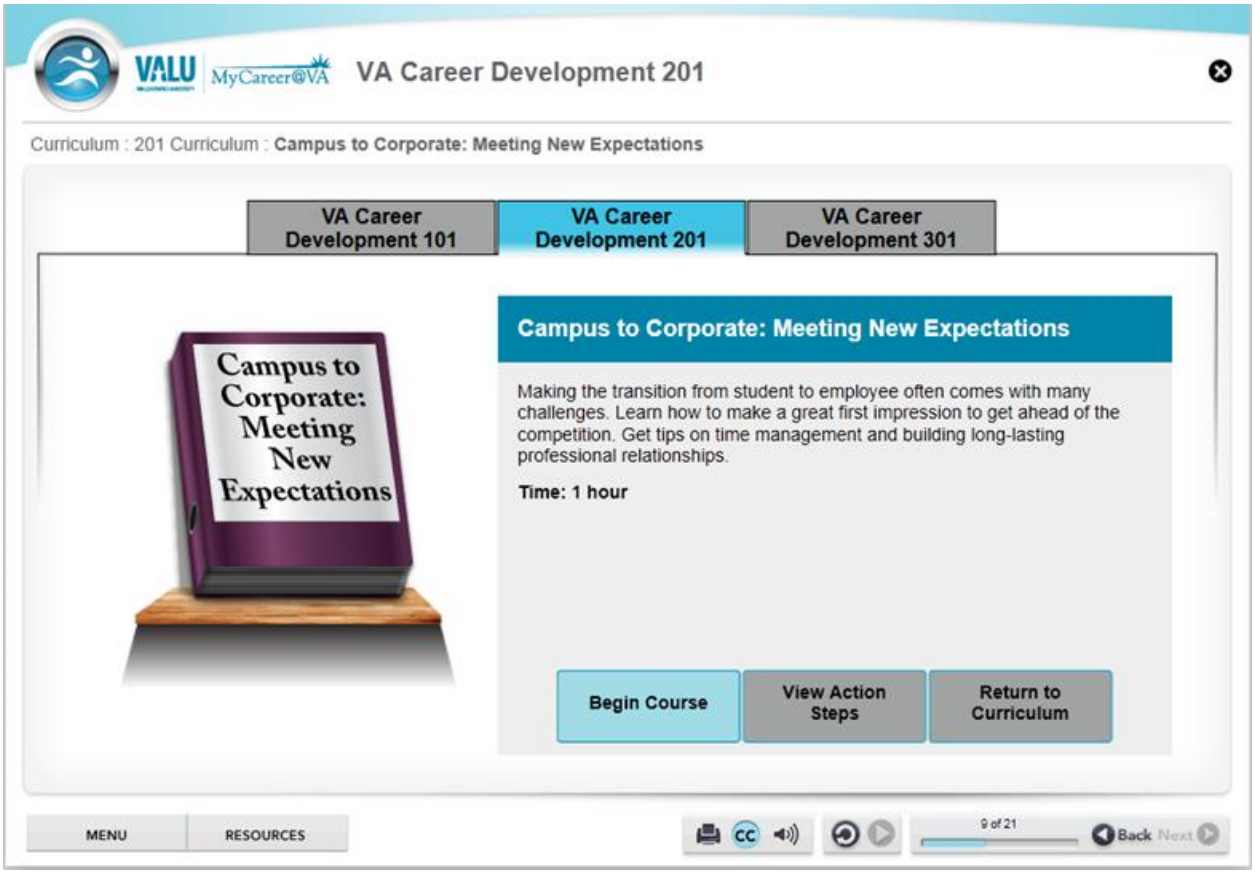
Selecting each proficiency level will display the corresponding text:
 	
• Novice: "Novice Behavioral Indicators:
  ○ Recognizes own strengths and weakness.
  ○ With prompting from others, participates in training to improve performance.
  ○ Actively listens to feedback offered by supervisors, mentors, coaches, or peers."
• Foundational: "Foundational Behavioral Indicators:
  ○ Uses constructive criticism to improve performance.
  ○ Identifies areas for improvement; creates an IDP.
  ○ Seeks guidance for self-development and career advancement."
• Intermediate: "Intermediate Behavioral Indicators:
  ○ Actively participates in self-advancement and career opportunities.
  ○ Asks for feedback regarding performance.
  ○ Regularly examines and applies
	No Narration

Screen Description	Narration
past experiences to improve current performance. “	

Screen 8 – 201 Curriculum


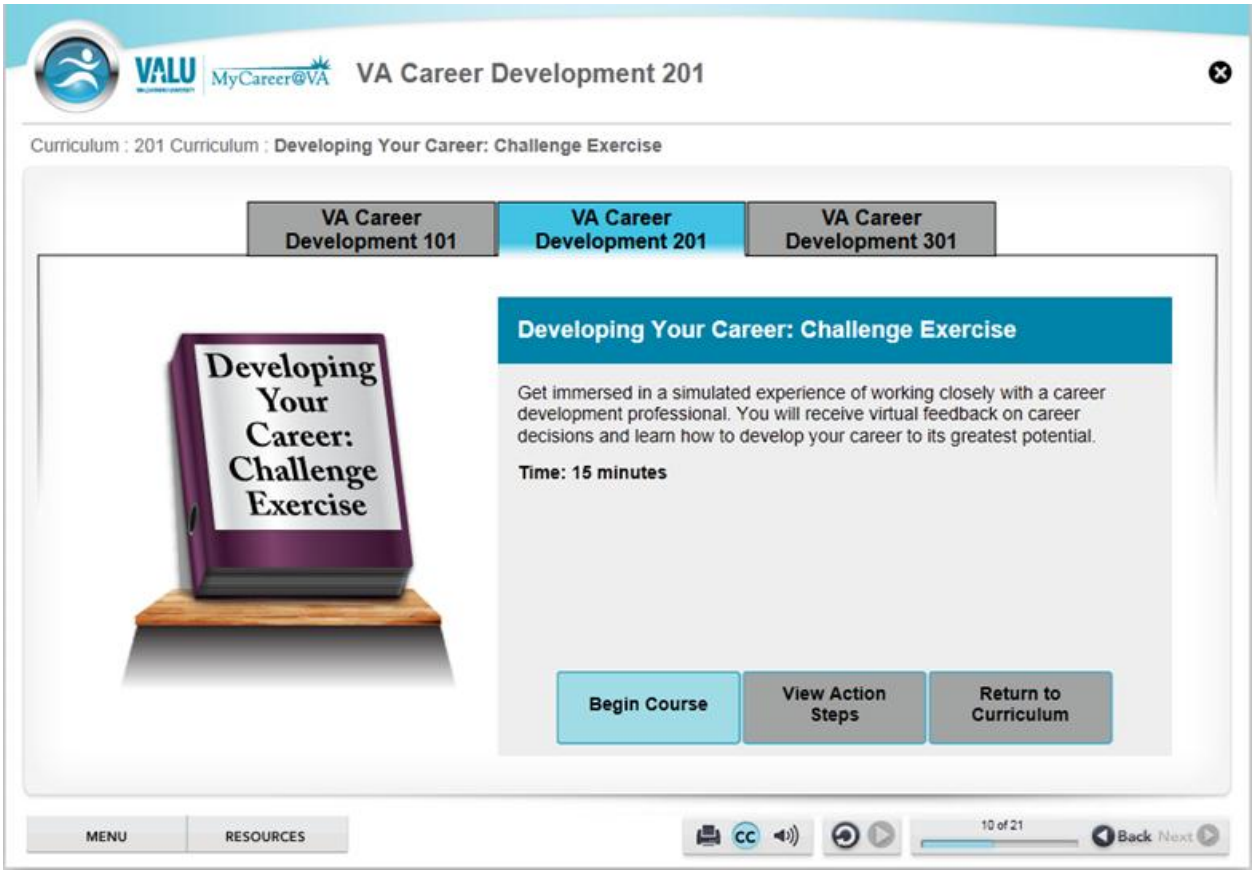
Screen Description	Narration
The interactive screen displays several TMS courses that you must complete in order to receive credit for VA Career Development 201. Instructions: "Select a TMS course to read its overview and open it in a new window. To receive credit, you must complete at least 8 courses in this curriculum. Your progress through the curriculum will be saved, so you may complete all the courses now or return to finish later. When you are finished, select the "Next" button to continue." The following courses must be completed in their entirety in order to earn credit for VA Career Development 201:	Whatever your proficiency level may be, these VA courses can help you strengthen your career development and progress within the Personal Mastery competency. As you achieve higher proficiency levels, you will find greater satisfaction and accomplishment in your work. Although there are 11 courses in your curriculum, you will receive full credit for this course if you complete eight. You will also receive TMS credit for every course you complete. For courses on the bottom row, only some of their

Screen Description	Narration
• Campus to Corporate: Meeting New Expectations • Developing Your Career: Challenge Exercise • Managing Your Career: Creating a Plan • Managing Your Career: Getting on the Right Track • Managing Your Career: Leveraging Your Performance Appraisal • Managing Your Career: You & Your Boss • Planning Your Career: Challenge Exercise • Transitioning from Technical Professional to Management Only a portion of the following courses must be completed in order to earn credit for VA Career Development 201: • Essential Mentoring Techniques: Mentoring Fundamentals • Managing Your Career: Professional Networking Essentials • Pursuing Successful Lifelong Learning	sections will need to be completed now. You will have a chance to finish any remaining sections when you take VA Career Development 301. Start by selecting a course title and reading its overview. Select “Begin Course” to begin.

Screen 9 – Campus to Corporate: Meeting New Expectations


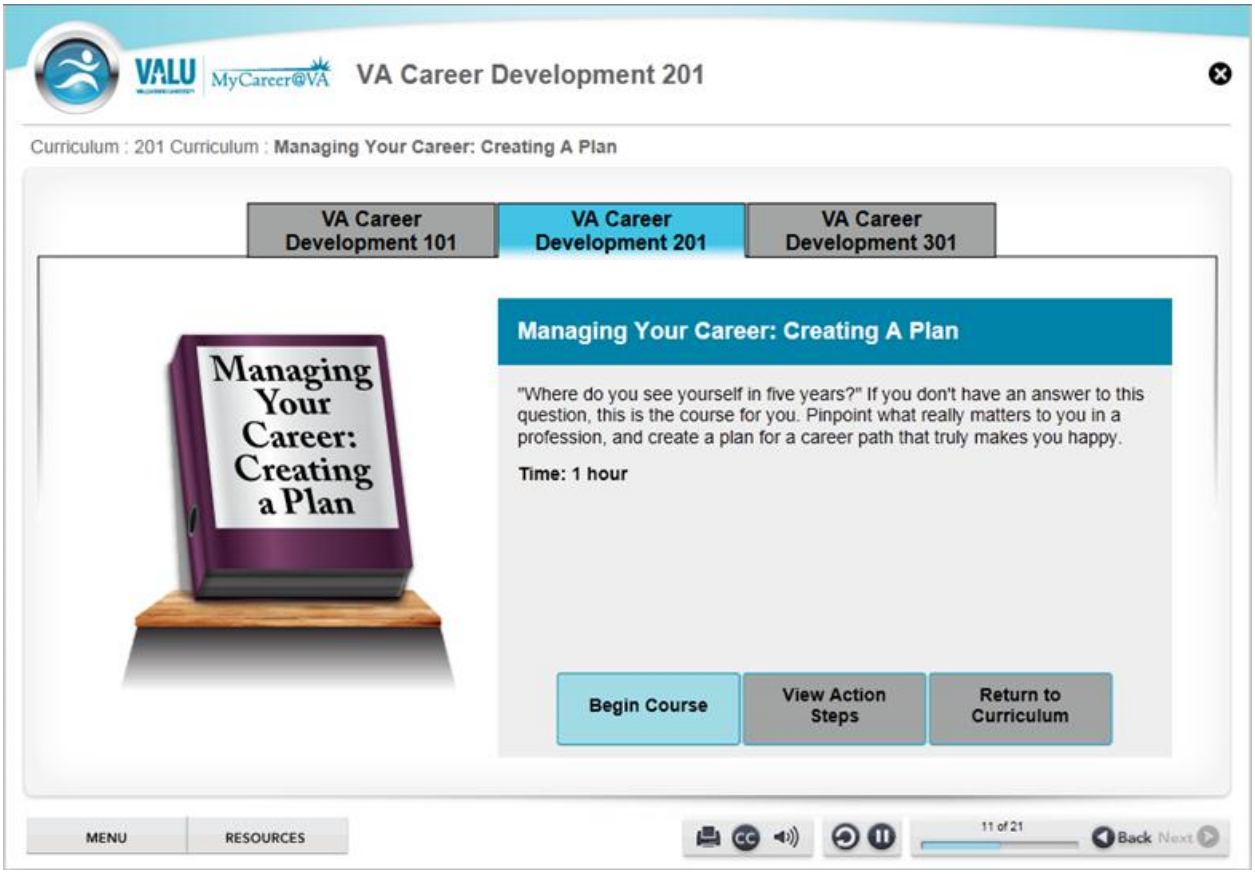
Screen Description	Narration
The interactive screen displays the course description and estimated duration for the Campus to Corporate: Meeting New Expectations TMS course: “Making the transition from student to employee often comes with many challenges. Learn how to make a great first impression to get ahead of the competition. Get tips on time management and building long-lasting professional relationships. Time to Complete: 1 hour” The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.”	Review the course description and then select "Begin Course" to open the course in a new window.

Screen Description	Narration
Selecting the “Begin Course” button will open the TMS course in a new window.	
After completing the TMS course, selecting the “View Action Steps” button will display the following text: “Now that you have completed this course, take the following action steps to further develop yourself: • Schedule time to meet with a more experienced colleague to discuss short-term (1 year) and long-term (2–5 years) goals. End with actionable next steps you can take. • Take the initiative to further develop your career. Seek more training at VA or at a local college, or take part in a conference or association in your area. The possibilities for personal career development are endless.” Selecting the “Return to Curriculum” button will return you to the curriculum page.	No Narration

Screen 10 – Developing Your Career: Challenge Exercise


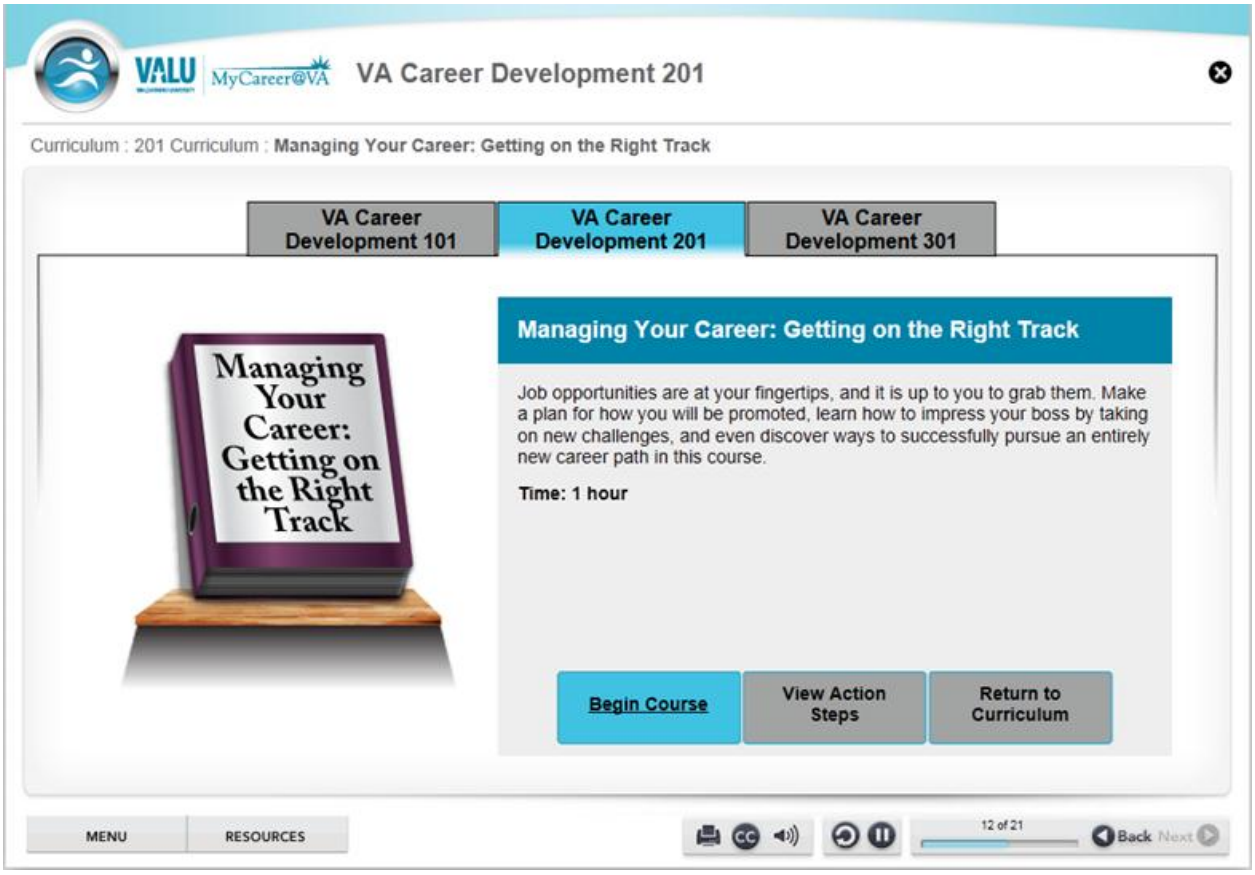
Screen Description	Narration
The interactive screen displays the course description and estimated duration for the TMS Developing Your Career: Challenge Exercise: “Get immersed in a simulated experience of working closely with a career development professional. You will receive virtual feedback on career decisions and learn how to develop your career to its greatest potential. Time to Complete: 15 minutes” The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.” Selecting the “Begin Course” button will open the	Review the course description and then select "Begin Course" to open the course in a new window.

Screen Description	Narration
TMS course in a new window.	
After completing the TMS course, selecting the "View Action Steps" button will display the following text: "Now that you have completed this course, take the following action steps to further develop yourself: • Challenge yourself to implement one new time management technique this week. • Schedule a meeting with a coworker who can mentor you. Choose someone with similar career goals and aspirations. • Listen to MyCareer@VA's CareerTalk podcasts to hear career stories from successful VA leaders." Selecting the "Return to Curriculum" button will return you to the curriculum page.	No Narration

Screen 11 – Managing Your Career: Creating A Plan


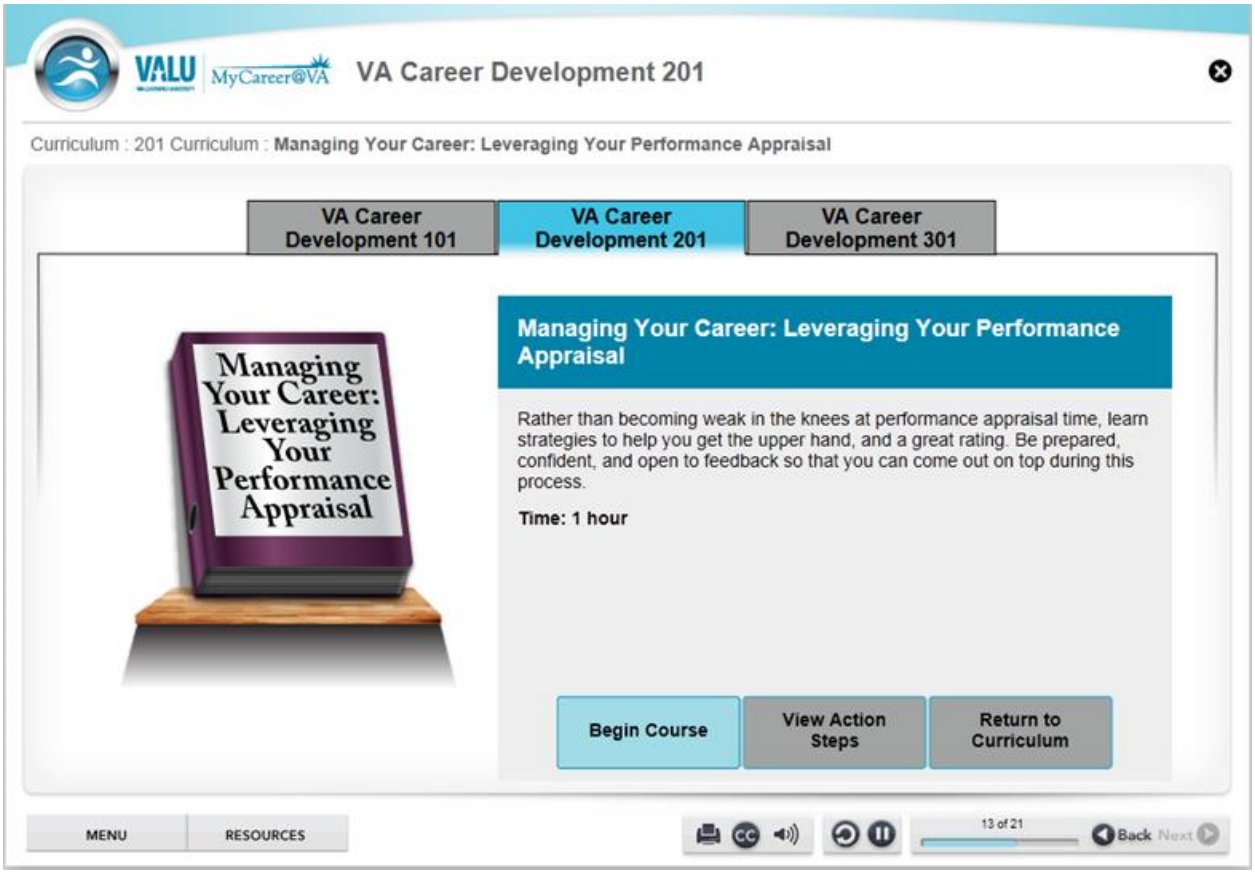
Screen Description	Narration
The interactive screen displays the course description and estimated duration for the Managing Your Career: Creating A Plan TMS course: "'Where do you see yourself in five years?' If you don't have an answer to this question, this is the course for you. Pinpoint what really matters to you in a profession, and create a plan for a career path that truly makes you happy. Time to Complete: 1 hour" The screen displays three buttons: "Begin Course," "View Action Steps," and "Return to Curriculum."	Review the course description and then select "Begin Course" to open the course in a new window.

Screen Description	Narration
Selecting the “Begin Course” button will open the TMS course in a new window.	
After completing the TMS course, selecting the “View Action Steps” button will display the following text: “Now that you have completed this course, take the following action steps to further develop yourself: • Create an action plan: a detailed outline of your top career goals and objectives that you want to achieve before your next appraisal. • Segment your action plan timeline into smaller, more manageable actions that you can accomplish on a monthly basis. • Review MyCareer@VA Tips for Creating Your IDP and Setting SMART Goals.”	No Narration

Screen 12 – Managing Your Career: Getting on the Right Track


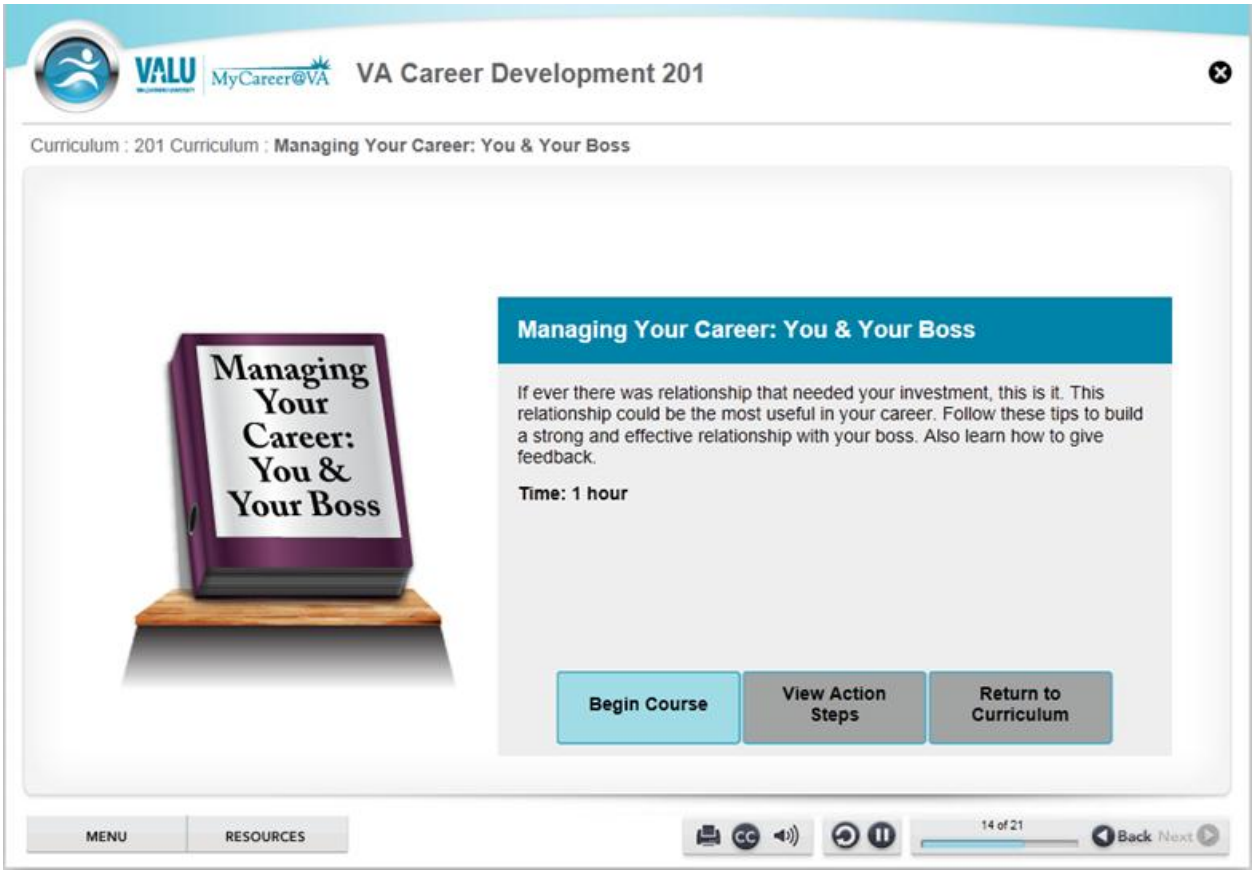
Screen Description	Narration
The interactive screen displays the course description and estimated duration for the Managing Your Career: Getting on the Right Track TMS course: “Job opportunities are at your fingertips, and it is up to you to grab them. Make a plan for how you will be promoted, learn how to impress your boss by taking on new challenges, and even discover ways to successfully pursue an entirely new career path in this course. Time to Complete : 1 hour” The screen displays three buttons: “Begin Course,”	Review the course description and then select "Begin Course" to open the course in a new window.

Screen Description	Narration
"View Action Steps," and "Return to Curriculum." Selecting the "Begin Course" button will open the TMS course in a new window.	
After completing the TMS course, selecting the "View Action Steps" button will display the following text: "Now that you have completed this course, take the following action steps to further develop yourself: • Conduct a job search using the Career Mapping Tool, which will help you find your next-level job and see what competencies and job skills are required. Are you ready to move up? • Expand your network and meet someone new. Networking can be key to getting the position you want. Attend a conference or a networking event. Passing out your card can be a great way to gain a job reference. • Review MyCareer@VA's Tips for Building Successful Professional Relationships. • Review MyCareer@VA's resources on critical VA roles, their duties, and how to prepare for a new role." Selecting the "Return to Curriculum" button will return you to the curriculum page.	No Narration

Screen 13 – Managing Your Career: Leveraging Your Performance Appraisal


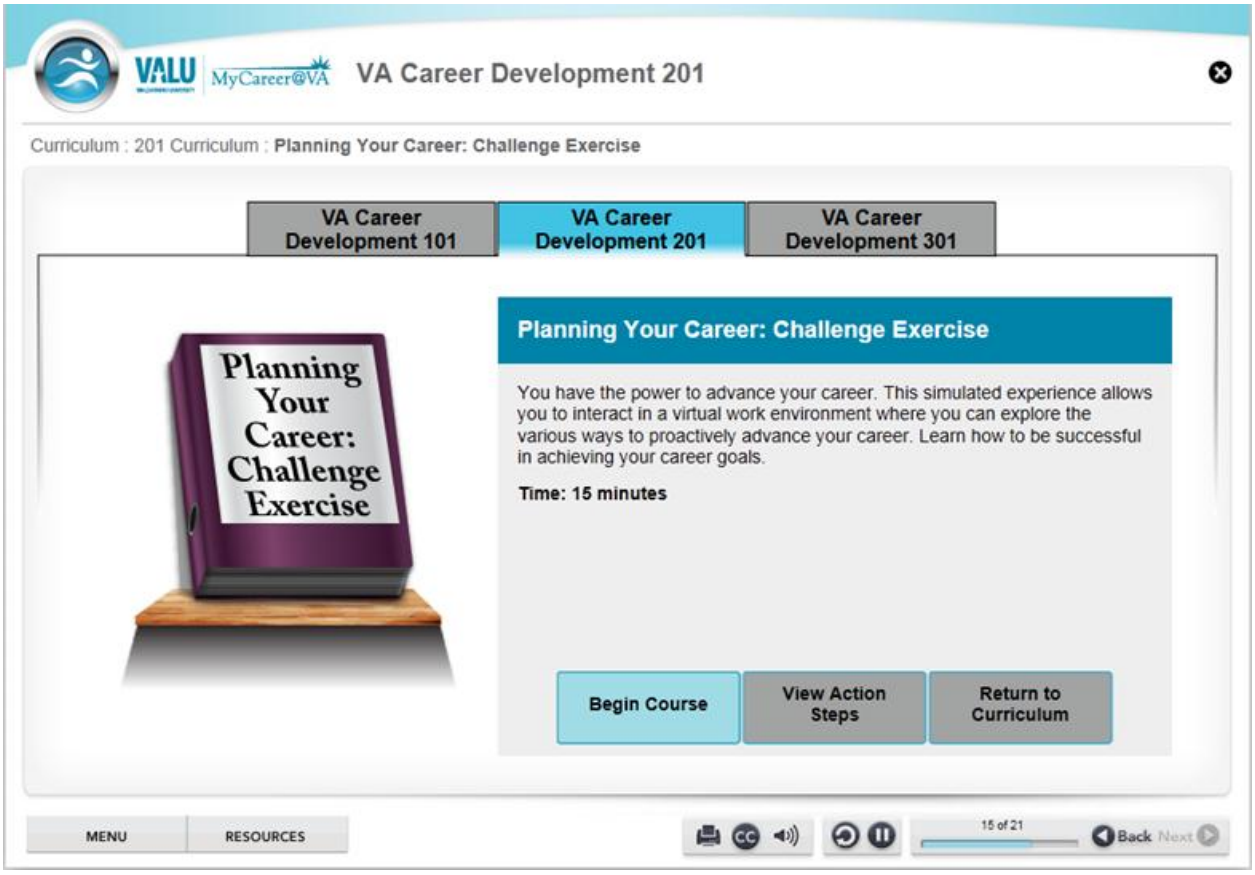
Screen Description	Narration
The interactive screen displays the course description and estimated duration for the Managing Your Career: Leveraging Your Performance Appraisal TMS course: “Rather than becoming weak in the knees at performance appraisal time, learn strategies to help you get the upper hand, and a great rating. Be prepared, confident, and open to feedback so that you can come out on top during this process. Time to Complete: 1 hour” The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.”	Review the course description and then select "Begin Course" to open the course in a new window.

Screen Description	Narration
Selecting the “Begin Course” button will open the TMS course in a new window.	
After completing the TMS course, selecting the “View Action Steps” button will display the following text: “Now that you have completed this course, take the following action steps to further develop yourself: • Jot down a list of your accomplishments, strengths, and areas for improvement before your performance appraisal. Practice how you would present this list to your manager. Rehearse what you would say out loud to build your confidence. • Review MyCareer@VA's Tips for Planning a Successful IDP Conversation. • Read MyCareer@VA's article on Fulfilling Your IDP.” Selecting the “Return to Curriculum” button will return you to the curriculum page.	No Narration

Screen 14 – Managing Your Career: You & Your Boss


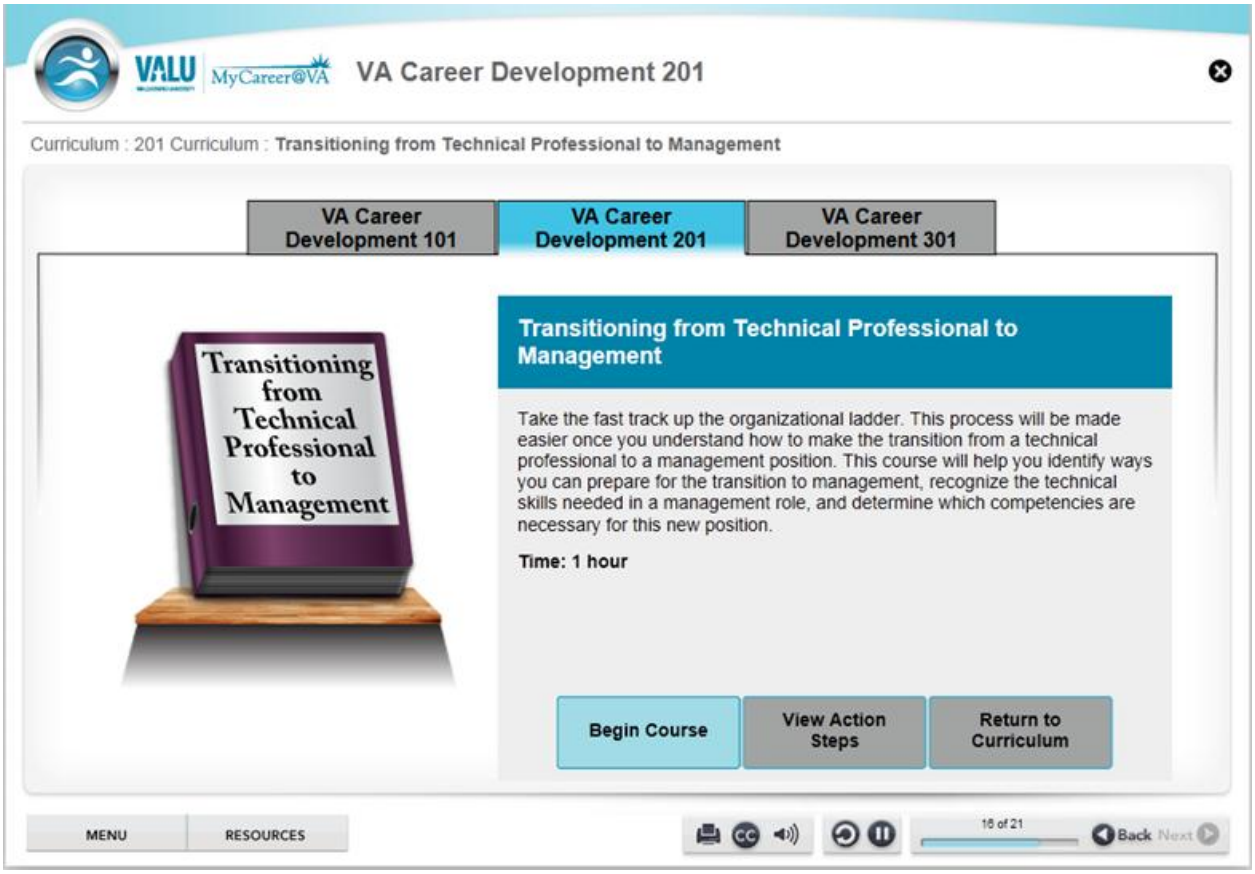
Screen Description	Narration
The interactive screen displays the course description and estimated duration for the Managing Your Career: You & Your Boss TMS course: “If ever there was relationship that needed your investment, this is it. This relationship could be the most useful in your career. Follow these tips to build a strong and effective relationship with your boss. Also learn how to give feedback. Time to Complete: 1 hour” The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.”	Review the course description and then select "Begin Course" to open the course in a new window.

Screen Description	Narration
Selecting the “Begin Course” button will open the TMS course in a new window.	
After completing the TMS course, selecting the “View Action Steps” button will display the following text: “Now that you have completed this course, take the following action steps to further develop yourself: • If you have the kind of boss that encourages and challenges you and helps you succeed, don't hesitate to say thanks. A word of encouragement uplifts everybody. • Volunteer to help your boss with a work-related activity this month. Putting in a few extra hours or helping with essential tasks can benefit both your boss and you. • Review MyCareer@VA's Feedback Tips and think about how to deliver effective feedback to your boss.” Selecting the “Return to Curriculum” button will return you to the curriculum page.	No Narration

Screen 15 – Planning Your Career: Challenge Exercise


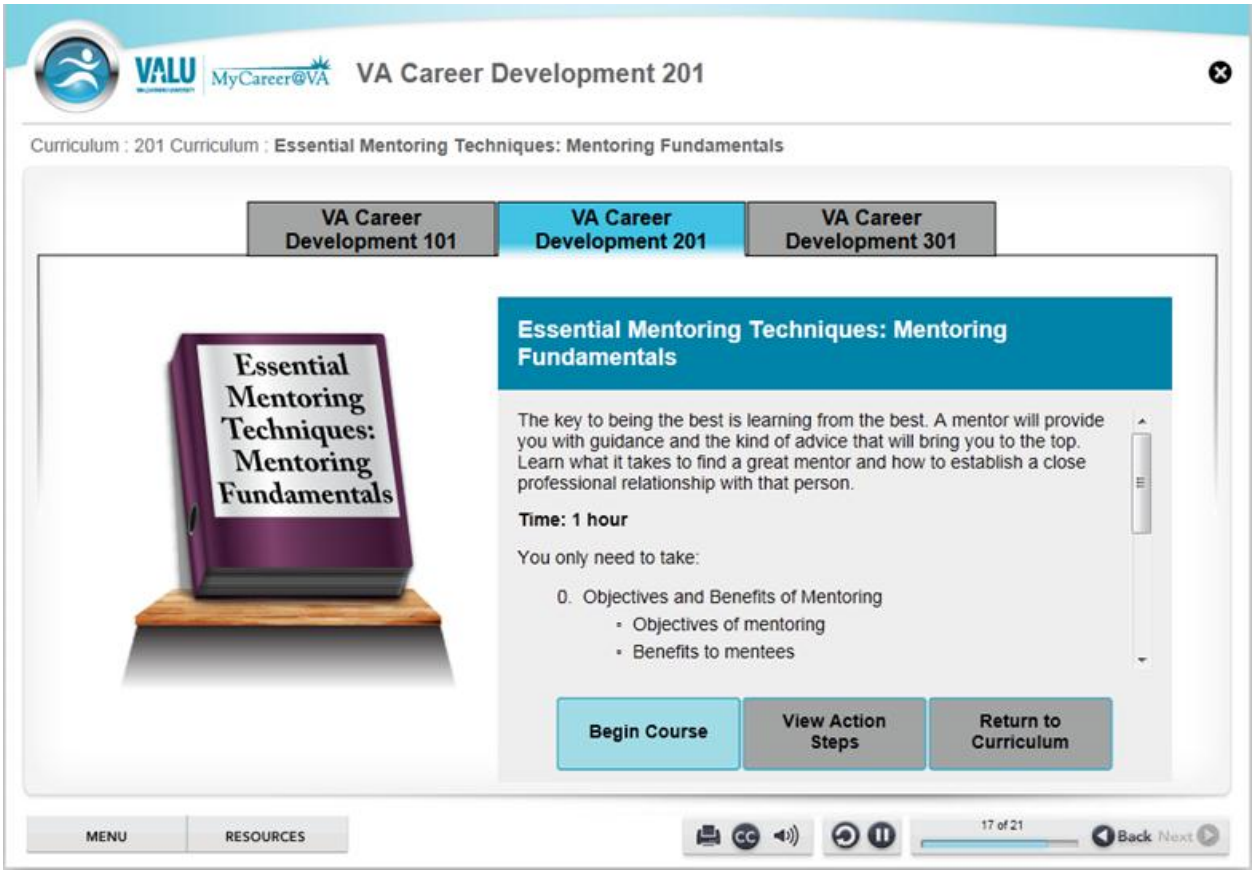
Screen Description	Narration
The interactive screen displays the course description and estimated duration for the TMS Planning Your Career: Challenge Exercise: “You have the power to advance your career. This simulated experience allows you to interact in a virtual work environment where you can explore the various ways to proactively advance your career. Learn how to be successful in achieving your career goals. Time to Complete: 15 minutes” The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.”	Review the course description and then select "Begin Course" to open the course in a new window.

Screen Description	Narration
Selecting the “Begin Course” button will open the TMS course in a new window.	
After completing the TMS course, selecting the “View Action Steps” button will display the following text: “Now that you have completed this course, take the following action steps to further develop yourself: • Learn the fine art of self-promotion. If you worked hard and achieved a few major accomplishments at work, make sure people know about it—especially your leaders, who can help you advance professionally. Don't be shy about wanting a promotion or asking for new responsibilities. Use MyCareer@VA's Elevator Pitch Prep to practice your 30-second elevator pitch. • Sit down with your boss to discuss your professional future at VA. Learn how the job you do aligns with VA's mission and goals. You can even share your own career goals in this meeting.” Selecting the “Return to Curriculum” button will return you to the curriculum page.	No Narration

Screen 16 – Transitioning from Technical Professional to Management


Screen Description	Narration
The interactive screen displays the course description and estimated duration for the Transitioning from Technical Professional to Management TMS course: “Take the fast track up the organizational ladder. This process will be made easier once you understand how to make the transition from a technical professional to a management position. This course will help you identify ways you can prepare for the transition to management, recognize the technical skills needed in a management role, and determine which competencies are necessary for this new position.	Review the course description and then select "Begin Course" to open the course in a new window.

Screen Description	Narration
Time to Complete: 1 hour" The screen displays three buttons: "Begin Course," "View Action Steps," and "Return to Curriculum." Selecting the "Begin Course" button will open the TMS course in a new window.	
After completing the TMS course, selecting the "View Action Steps" button will display the following text: "Now that you have completed this course, take the following action steps to further develop yourself: • Identify three strengths that you have as a technical professional. Talk to a manager or use the My Career Mapping Tool to learn how your strengths align with your job competencies. Do you also have management competencies? If not, look for opportunities to create them. • Consider ways to smoothly transition from a technical professional to a manager in your job. Are there opportunities to make this switch easier that you have never considered? • Review VA's leadership development model which describes each level of leadership (e.g., Team Leader, First Line Leader). • Learn how to develop VA's leadership competencies with training courses and developmental experiences for each proficiency level. • Learn about VA's leadership development program opportunities." Selecting the "Return to Curriculum" button will return you to the curriculum page.	No Narration

Screen 17 – Essential Mentoring Techniques: Mentoring Fundamentals


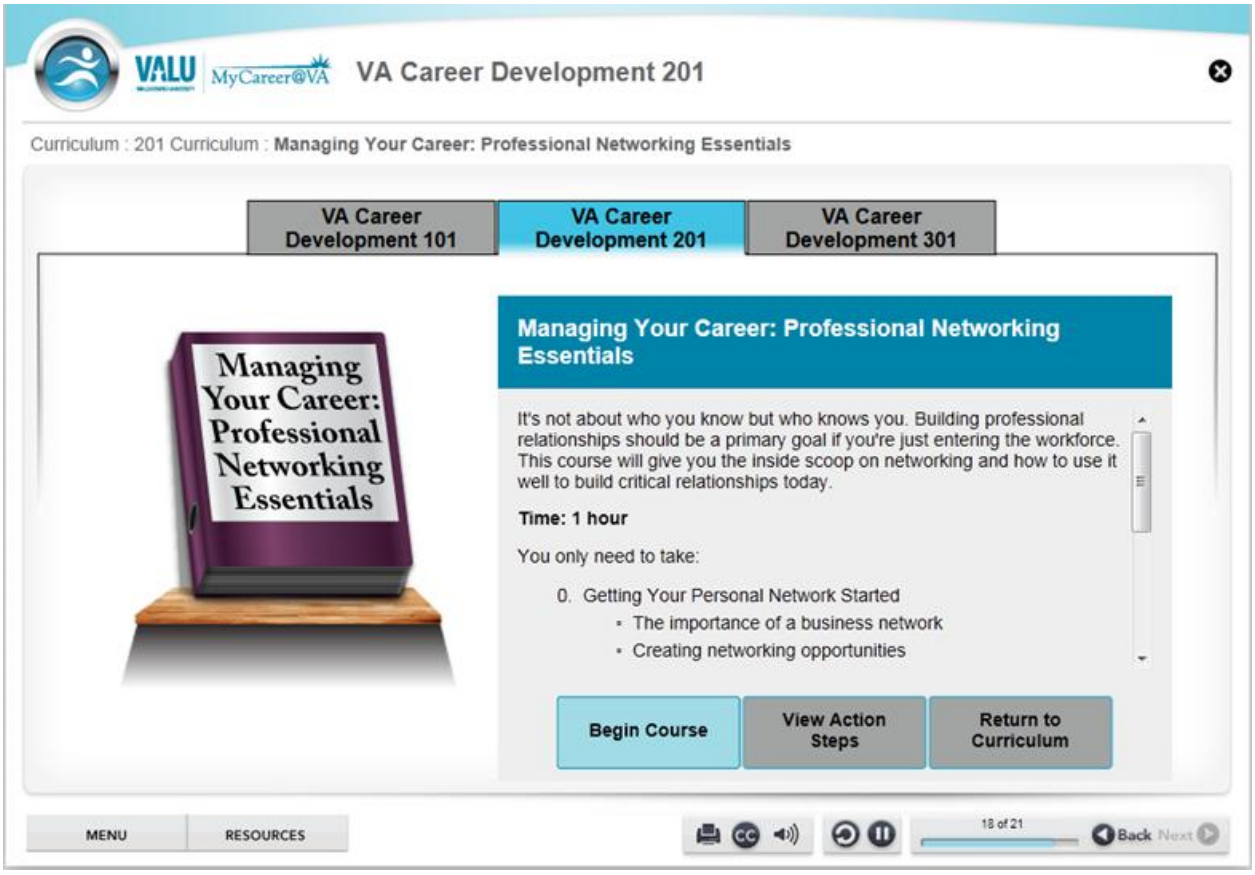
Screen Description	Narration
The interactive screen displays the course description and estimated duration for the Essential Mentoring Techniques: Mentoring Fundamentals TMS course: “The key to being the best is learning from the best. A mentor will provide you with guidance and the kind of advice that will bring you to the top. Learn what it takes to find a great mentor and how to establish a close professional relationship with that person. Time to Complete: 1 hour You only need to complete the following	Review the course description and then select "Begin Course" to open the course in a new window.

Screen Description	Narration

sections of the course:
 	
0. Objectives and Benefits of Mentoring
  o Objectives of mentoring
  o Benefits to mentees
  o Summary
1. Mentoring, Coaching, and Managing
  o Mentoring and coaching
  o Coaching and mentoring in action
  o Understanding mentoring
  o Summary
2. Mentoring Models and Approaches
  o Types of mentoring
  o Mentoring relationships
  o Summary"
 	
The screen displays three buttons: "Begin Course," "View Action Steps," and "Return to Curriculum."
 	
Selecting the "Begin Course" button will open the TMS course in a new window.	

After completing the TMS course, selecting the "View Action Steps" button will display the following text: "Now that you have completed this course, take the following action steps to further develop yourself: • Create a list of questions and topics that you would like to discuss with a mentor. This can include topics of interest or areas in which you would like to develop. • Think of an individual in your organization you would like as a mentor. This should be someone who shares similar career goals and aspirations. Set up a time to meet with that person to discuss the possibility of mentoring.	No Narration

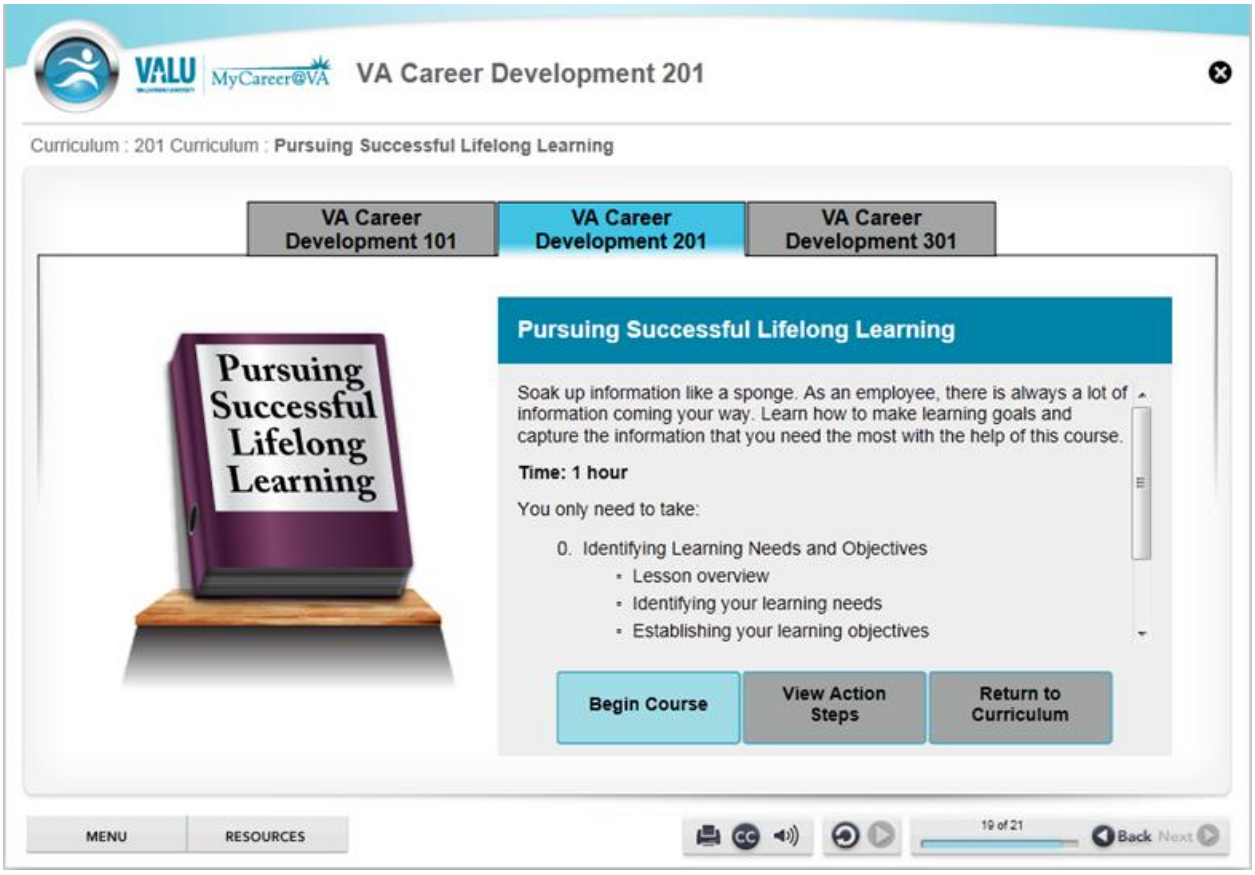
Screen Description	Narration
• Review MyCareer@VA's Tips for Effective Conversations with Your Mentor." Selecting the "Return to Curriculum" button will return you to the curriculum page.	

Screen 18 – Managing Your Career: Professional Networking Essentials


Screen Description	Narration
The interactive screen displays the course description and estimated duration for the Managing Your Career: Professional Networking Essentials TMS course: “It's not about who you know but who knows you. Building professional relationships should be a primary goal if you're just entering the workforce. This course will give you the inside scoop on networking and how to use it well to build critical relationships today. Time to Complete: 1 hour You only need to complete the following	Review the course description and then select "Begin Course" to open the course in a new window.

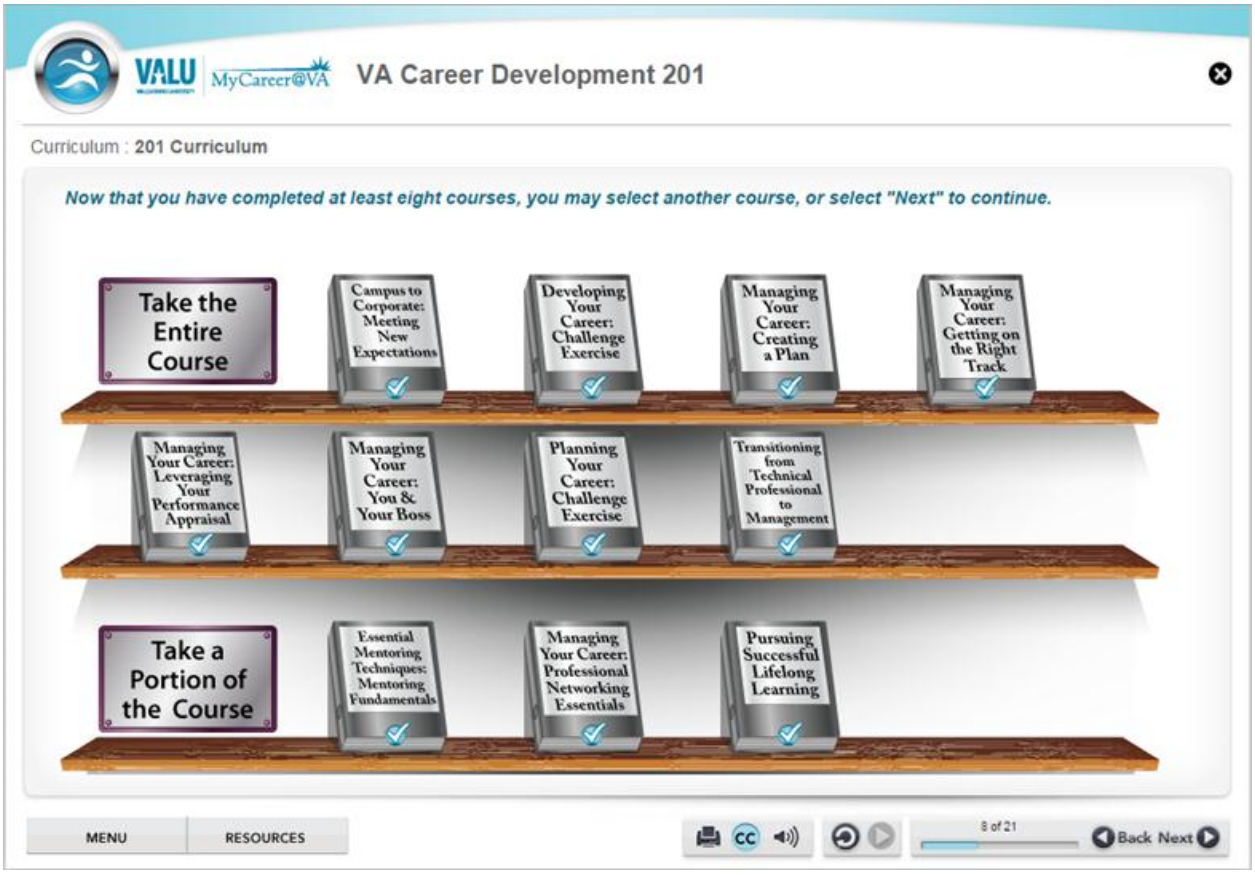
Screen Description	Narration
sections of the course: 0. Getting Your Personal Network Started o The importance of a business network o Creating networking opportunities o Be caring and sincere o Keep track of your contacts o Summary 1. Building Rapport with New Business Contacts o Building rapport o Strategies for conversing o Applying the strategies for conversing o Summary 2. Maintaining Your Professional Network o Keep in touch" The screen displays three buttons: "Begin Course," "View Action Steps," and "Return to Curriculum." Selecting the "Begin Course" button will open the TMS course in a new window.	
After completing the TMS course, selecting the "View Action Steps" button will display the following text: "Now that you have completed this course, take the following action steps to further develop yourself: • Write down two ways you can continue professional relationships after a networking event. Then schedule time to do them. • Complete the TMS course on Professional Relationship Building." Selecting the "Return to Curriculum" button	No Narration

Screen Description	Narration
will return you to the curriculum page.	

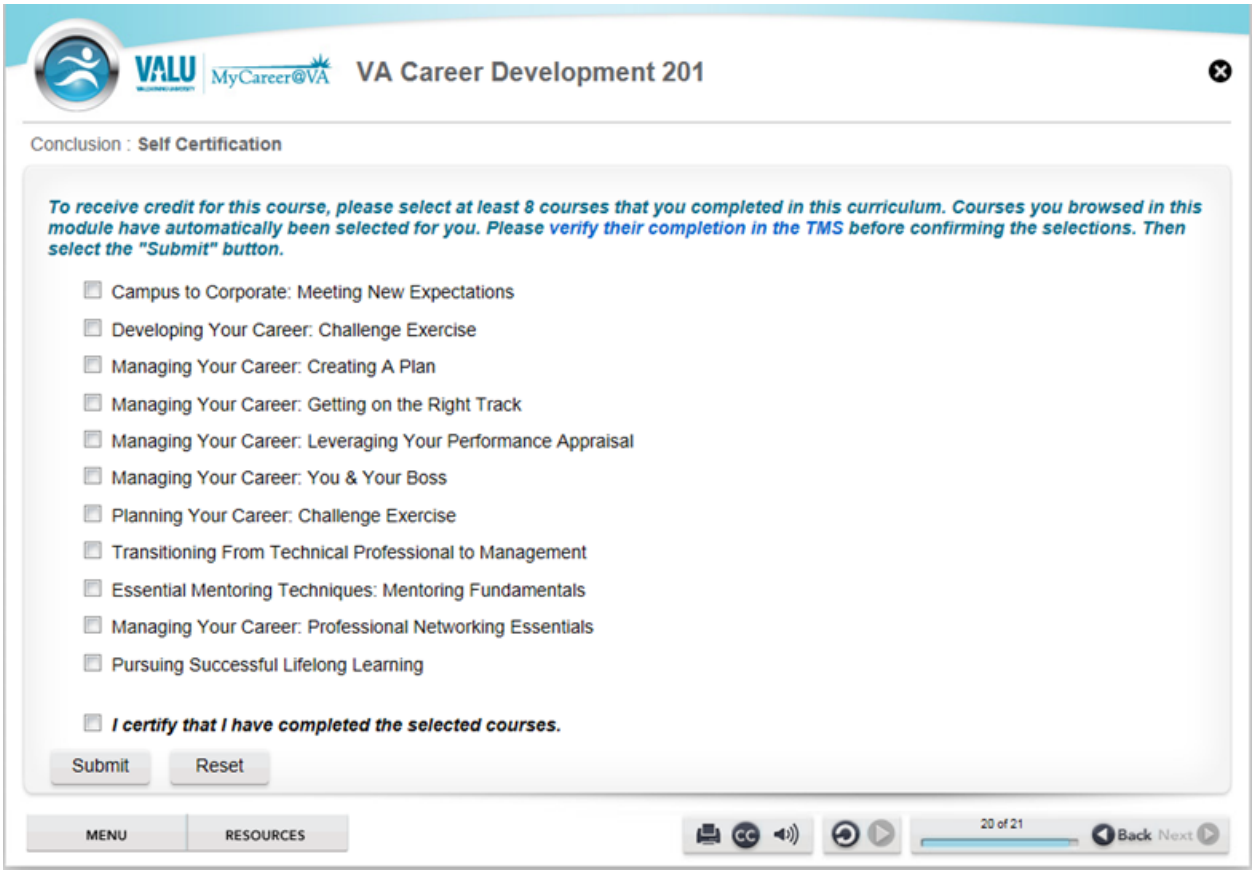
Screen 19 – Pursuing Successful Lifelong Learning


Screen Description	Narration
The interactive screen displays the course description and estimated duration for the Pursuing Successful Lifelong Learning TMS course: "Soak up information like a sponge. As an employee, there is always a lot of information coming your way. Learn how to make learning goals and capture the information that you need the most with the help of this course. Time to Complete: 1 hour You only need to complete the following sections of the course: 0. Identifying Learning Needs and Objectives	Review the course description and then select "Begin Course" to open the course in a new window.

Screen Description	Narration
○ Lesson overview ○ Identifying your learning needs 1. Mentoring: A Potential Learning Resource ○ Lesson overview ○ Qualities of an effective protégé” The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.” Selecting the “Begin Course” button will open the TMS course in a new window.	
After completing the TMS course, selecting the “View Action Steps” button will display the following text: “Now that you have completed this course, take the following action steps to further develop yourself: • Talk with a colleague in your organization who excels in a skill that is new to you. Think about ways you can apply this skill in your current position. • Create two short- and long-term objectives that you can achieve within six months and one year respectively. • Participate in a job rotation to develop a new skill or learn about a new VA office or environment. • Check out MyCareer@VA's resources on VA job rotations.” Selecting the “Return to Curriculum” button will return you to the curriculum page.	No Narration

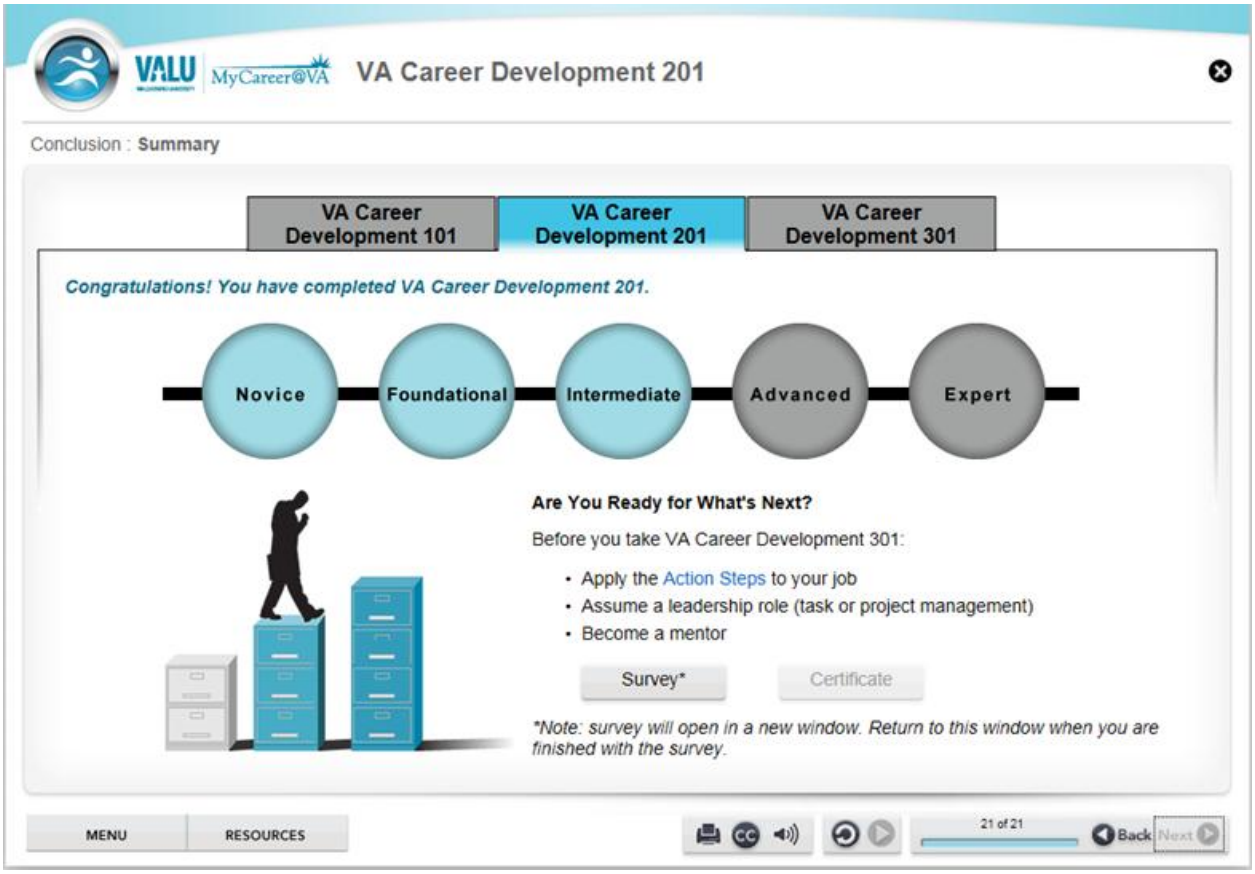
Screen 20 – 201 Curriculum


Screen Description	Narration
The interactive screen displays the TMS curriculum. Check-marks are displayed next to the courses you have completed.	Now that you have completed at least eight courses, you may select another course, or select "Next" to continue.

Screen 21 – Self Certification


Screen Description	Narration
The screen displays a self-certification checklist listing all of the courses in the VA Career Development 201 TMS curriculum: • Campus to Corporate: Meeting New Expectations • Developing Your Career: Challenge Exercise • Managing Your Career: Creating a Plan • Managing Your Career: Getting on the Right Track • Managing Your Career: Leveraging Your Performance Appraisal • Managing Your Career: You & Your Boss • Planning Your Career: Challenge	To receive your certificate and credit for VA Career Development 201, first select the courses you've completed in this curriculum. Then, check the box next to the statement affirming that you received actual TMS credit for each course you selected. It's a good idea to check your TMS profile first before you self-certify here. Finally, select the "Submit" button to confirm your selections and enable access to the final page of the course.

Screen Description	Narration
Exercise • Transitioning from Technical Professional to Management • Essential Mentoring Techniques: Mentoring Fundamentals • Managing Your Career: Professional Networking Essentials • Pursuing Successful Lifelong Learning Instructions: “To receive credit for this course, please select at least 8 courses that you completed in this curriculum. Courses you browsed in this module have automatically been selected for you. Please verify their completion in the TMS before confirming the selections. Then select the ‘Submit’ button.” You must check “I certify that I have completed the selected courses” before selecting the “Submit button.”	

Screen 22 – Summary


Screen Description	Narration
The screen displays three tabs: "VA Career Development 101," "VA Career Development 201," and "VA Career Development 301" with VA Career Development 201 highlighted. Instructions: "Congratulations! You have completed VA Career Development 201." The screen displays the five proficiency levels of the VA Learning University's All Employee Personal Mastery Competency: • Novice • Foundational • Intermediate • Advanced	Congratulations! You have taken another important step toward taking control of your personal development and advancing your career at VA. The next step in this series is the VA Career Development 301 course. It will guide you through an advanced curriculum to help you become an expert in Personal Mastery. But, before you take that course, challenge yourself in the workplace by putting into practice all that you've learned in this course.

Screen Description	Narration
• Expert The first three levels —"Novice," "Foundational," and "Intermediate" are highlighted. The screen displays next steps and a survey link: "Are Your Ready for What's Next? Before you take VA Career Development 301: • Apply the Action Steps to your job • Assume a leadership role (task or project management) • Become a mentor" *Note: The survey will open in a new window. Return to this window when you are finished with the survey in order to print your completion certificate.	Select the "Action Steps" link and either save or print the document as a next-step reference. Then click the button to complete the survey. Once you have finished the survey, you will be able to print your completion certificate. And when you're ready, be sure to complete the third and final course in this series: VA Career Development 301.